

## **14 FAH-3 H-350 OTHER TRAINING REQUIREMENTS**

*(CT:AQM-1; 11-29-2005)  
(Office of Origin: A/OPE)*

### **14 FAH-3 H-351 TIMING OF TRAINING**

*(CT:AQM-1; 11-29-2005)*

The training requirements set forth in this handbook are designed to add to the professional development of employees involved in the acquisition process. They should be met within reasonable timeframes in order to be of benefit to both the employee and the Department.

### **14 FAH-3 H-352 FUNDING OF TRAINING**

*(CT:AQM-1; 11-29-2005)*

The Federal Acquisition Reform Act requires Federal civilian agencies to include a separate line item in the budget each year for acquisition training, and funds so appropriated may not be used for any other purpose. Pending full implementation of a central funding/budgeting process for acquisition training, all training will continue to be budgeted for and scheduled by heads of contracting activities (HCAs) on a decentralized basis.

### **14 FAH-3 H-353 DOCUMENTING COURSE COMPLETION**

*(CT:AQM-1; 11-29-2005)*

Upon completion of training, the participant is responsible for submitting a copy of the course certificate to the contracting activity's training focal point for inclusion in the participant's official personnel record of training. Employees and their supervisors must maintain a record of mandatory course completions. All course completions must be entered into the Acquisition Career Management Information System (ACMIS), as set forth in 14 FAH-3 H-700.

## **14 FAH-3 H-354 COMPETENCY-BASED TRAINING**

*(CT:AQM-1; 11-29-2005)*

- a. The Office of Federal Procurement Policy (OFPP) and the Federal Acquisition Institute (FAI) recommend that all formal training be competency-based. Training should have the following features:
  - (1) Provide instruction based on the skills described in the Contract Specialist Training Blueprints;
  - (2) Furnish the student with a text that can be used as a reference upon return to the office;
  - (3) Include practice of the skills in the classroom; and
  - (4) Supplement classroom instruction with on-the-job training/work assignments.
- b. Currently, courses offered by the Defense Acquisition University (DAU) and most commercial sources are competency-based. Additionally, the General Services Administration (GSA) has awarded a Multiple Award Contract for training that will meet the GS-1102 Qualification Standard. Please contact the Office of the Procurement Executive (A/OPE) for information about available training. For Foreign Service personnel, A/OPE, in consultation with the Federal Acquisition Institute (FAI), has accredited the 4-week Acquisitions Module of the the Foreign Service Institute/National Foreign Affairs Training Center General Services Officer (FSI/NFATC GSO) course, as revised in January 1993.
- c. A/OPE and FSI must approve development of acquisition training courses for Department of State personnel. Statements of work shall be submitted to A/OPE and FSI for review before a solicitation is issued.

## **14 FAH-3 H-355 DISTANCE LEARNING**

*(CT:AQM-1; 11-29-2005)*

All personnel involved in the acquisition process are encouraged to take distance-learning courses that meet individual needs. A listing of available sources is available from the Office of the Procurement Executive (A/OPE).

## **14 FAH-3 H-356 IN-HOUSE TRAINING**

*(CT:AQM-1; 11-29-2005)*

- a. Heads of contracting activities (HCAs) are encouraged to conduct in-house training on acquisition topics of interest. Such training may be

useful for increasing employees' awareness of new developments in acquisition or for promoting consistency and quality control in handling acquisition actions. HCAs shall notify the Office of the Procurement Executive (A/OPE) by October 1 each year of any in-house training planned, so that, with the HCAs' permission, A/OPE may publicize such training to other offices who may be interested in attending.

- b. HCAs are encouraged to schedule training for their employees on other topics of importance to developing work skills, such as use of the Internet or electronic commerce. The Department emphasizes the importance of other training courses such as Management Controls, Equal Employment Opportunity, and Substance Abuse. The need for such training can be identified during discussion of the Individual Development Plan (IDP). In addition, all acquisition personnel should attend annual ethics training provided by the Office of the Legal Adviser (L).

## **14 FAH-3 H-357 CONTINUING PROFESSIONAL EDUCATION REQUIREMENT**

*(CT:AQM-1; 11-29-2005)*

Employees in the GS-1102 job series who have completed the mandatory training are required to complete a minimum of an additional 40 hours of training every two years to maintain their proficiency in acquisition. Attendance at seminars and acquisition conferences may be used to meet this requirement. Employees in the GS-1102 job series may lose their certification if they fail to complete the additional training requirement. Foreign Service personnel are also encouraged to maintain proficiency in such a manner. Heads of contracting activities (HCAs) may impose additional requirements as deemed necessary.

## **14 FAH-3 H-358 ON-THE-JOB TRAINING (OJT)**

*(CT:AQM-1; 11-29-2005)*

Whenever employees are sent to formal classroom training, the supervisor should schedule on-the-job training (OJT) within six months of course completion to reinforce the knowledge and skills learned. OJT may consist of a variety of learning methods, including work assignments, rotational assignments, and practicums. There are four skill levels to be attained: 1-knowledge; 2-comprehension; 3-application; and 4-analysis. While classroom training generally covers skill levels 1 through 3, OJT may be used to develop skill level 4. Performance plans for GS-1102 employees should be tied to the competencies and skills appropriate to the level of the position

the employee holds. OJT must be documented in the employee's IDP and included in the Acquisition Career Management Information System (ACMIS).

## **14 FAH-3 H-359 UNASSIGNED**